Medicare Advantage Prescription Drug (MAPD) Plan Connectivity Checklist

August 15, 2022

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Revision History

Date	Description of Changes	Version	Author
6/24/2021	Final version posted to MAPD Plan Connectivity Preparation page.	1.0	MAPD
6/20/2022	Updated section structure and changes to unify Connectivity Checklist to DEPP.	1.5	MAPD

Introduction

The purpose of this document is to provide an overview of the steps all Medicare Advantage Prescription Drug (MAPD) Plans (referred to in this document as "Plans") will follow to establish connectivity to the Centers for Medicare & Medicaid Services (CMS). This document is meant to supplement the Data Exchange Preparation Procedures (DEPP) which can be downloaded from:

https://www.cms.gov/Research-Statistics-Data-and-Systems/CMS-Information-Technology/mapdhelpdesk/Plan-Connectivity-Preparation

The scope of this document is to provide the steps for the following connectivity types:

- T1 Connect: Direct
- TIBCO Managed File Transfer (MFT)
- Gentran

This document is intended for Plans that will exchange data with CMS as well as entities that will exchange data on the behalf of Plans, such as Third-Party Administrators (TPA).

Please contact the MAPD Help Desk if there are any problems or questions encountered while following the procedures outlined in this document.

MAPD Help Desk:
Phone: 1-800-927-8069
Email: mapdhelp@cms.hhs.gov

Overview

Exchanging information with CMS can be accomplished using different tools and procedures which are dependent on a Plan's current capabilities and the volume of data to be exchanged. More detailed information can be located in the DEPP at the link above.

Each connectivity type will follow the same general steps:

1. Getting Started
2. Obtain Security and Access
3. Establish Data Transfer Protocols
4. Test Connectivity

T1 Connect: Direct

Large Plan Connectivity (≥ 100,000 in Enrollment) (≥ 10 Gigabyte File Sizes)

☐	#	Task	Suggested Timeframe
		1. Get Started	
		Please visit the Plan Connectivity Preparation page on the MAPD Help Desk website at the link below to find more detailed instructions in the **Data Exchange Preparation Procedure** document and the forms referenced in this checklist: https://www.cms.gov/Research-Statistics-Data-and-Systems/CMS-Information-Technology/mapdhelpdesk/Plan-Connectivity-Preparation. **Note:** Establishing a new T1 line connection and the associated access can take six (6) to eight (8) weeks to order, schedule, and install. Plans need to take this into consideration if this is the exchange mechanism they plan to use.	
☐	1.	**1.1 Obtain a Contract Number from CMS/HPMS.** **1.2 Complete the "Request for Server to Server Access to CMS for Enterprise File Transfer (EFT) Corporate Secure Point of Entry (SPOE) ID" Form.** This form is located on the **MAPD Help Desk website - Plan Connectivity Preparation** in the downloads section. Scan and email completed form to the Division of Payment Operations: DPOISSO@cms.hhs.gov	June Week #2 - September Week #2 *However, forms can be sent anytime*
☐	3.	**1.3 Enter Connectivity Data into HPMS Plan Connectivity Data (PCD) Module** at https://hpms.cms.gov/app/ng/home/ using your EUA/RACF ID. If you have difficulty logging in or accessing the PCD Module, please contact HPMS at hpms@cms.hhs.gov or 1-800-220-2028. Once data is entered into the PCD Module, Plans are required to print, scan, sign, and email the completed PCD form to the MAPD Help Desk at: MAPDHelp@cms.hhs.gov.	June Week #2 - September Week #2 *However, forms can be sent anytime*
		2. Obtain Security and Access - Please complete the following steps in order. **NOTE:** At a minimum, the Plan must have at least one (1) EPOC and one (1) MA Submitter registered to proceed with the connectivity process.	
☐	1.	**2.1 Submit EPOC Designation Letter (Template for EPOC Letter).** **2.2 Submit EPOC Access Acknowledgment form.** Both forms found at the **MAPD Help Desk website - Plan Connectivity Preparation page** in the downloads section. Email to DPOEPOC@cms.hhs.gov and MAPDHelp@cms.hhs.gov.	September Week #3 *However, forms can be sent anytime*

				New Contracts will
☐	2.	**2.3**	**Register EPOC in the Enterprise Portal.**	be loaded into IDM
			(1) Navigate to the **Enterprise Portal at portal.cms.gov** and log in with your **IDM User ID** OR select 'New User Registration' and create an account (application is MA/MA-PD/PDP/CC).	from HPMS around the first weekend in October
			(2) Request the role of **EPOC** for your Plan contract number(s) or if you already have the role, modify the role to include your new Plan contract number(s).	
			(3) **EPOC** will receive an email from the CMS Enterprise Portal (donotreply@cms.gov) notifying the user of their role approval.	
			NOTE: For assistance with requesting the role of EPOC, refer to the **EPOC Role Request User Guide**.	
☐	4.	**2.4**	**Register MA Submitter and MA Representative in Enterprise Portal** Individuals must register at least one **MA Submitter** for the submission of enrollment files. The **MA Representative** role is not required but is helpful.	October Week #1
			Both roles will complete the following steps:	
			(1) Navigate to the **Enterprise Portal at portal.cms.gov** and log in with your **IDM User ID** OR select 'New User Registration' and create an account (application is MA/MA-PD/PDP/CC).	
			(2) Individuals will request the role of **MA Submitter** (to submit enrollment files) or **MA Representative** (acquire access to MARx) for your Plan contract number(s). If you already have the role, modify the role to include your new Plan contract number(s). **NOTE:** For assistance requesting roles for MARx, refer to the **MARx Role Request User Guide**.	
			(3) **EPOCs** will receive email from the Enterprise Portal (donotreply@cms.gov) to approve the role requested.	
			(4) Once the pending request is approved, the **MA Submitter** or **MA Representative** will receive email from the Enterprise Portal (donotreply@cms.gov). Refer to the **EPOC Role Request User Guide** for assistance with role request approval.	
		2.5	**Register User/Submitters – PDE, RAPS & EDPS** All Plans that will exchange Prescription Drug Event (PDE), and/or Risk Adjustment Processing System (RAPS), and/or Encounter Data Processing System (EDPS) data must contact the Customer Service and Support Center (CSSC) Operations Help Desk to complete additional configuration steps. Contact CSSC at 877-534-2722 or CSSCOperations@PalmettoGBA.com.	October Week #1

		3. Establish Data Transfer Protocols **Note:** Establishing a new T1 line connection and the associated access can take six (6) to eight (8) weeks to order, schedule, and install. Plans need to take this into consideration if this is the exchange mechanism they plan to use.	
☐	1.	**3.1.1 Plans with an existing T1 Connect: Direct connection** for an established plan contract number(s) will fill out the appropriate sections of the PCD and return the form to the to the MAPD Help Desk. Be sure to fill in the following sections: • User ID and Password • Mid-Tier Services (mailbox and local node name) or Mainframe (high-level qualifier for production and test, local node name and environment) • TCP/IP (address and port) or SNA (application ID and SNA net ID) Plans should indicate in the email with the PCD form that they have an existing connection. Once the Plan has an EPOC and MA Submitter in place, the MAPD Help Desk will send a Service Request (SR) to the EFT Team who will add the new plan to the existing connection. Either the EFT Team or the MAPD Help Desk will reach out if there are any questions or concerns.	August Week #2 - October Week #1
☐	2.	**3.1.2 Plans with a NEW T1 Connect: Direct Connection** (1) Obtain CMS Wide Area Network (WAN) Ethernet connection. (2) Download Connect: Direct software. (3) Ensure SPOE ID has been obtained. (4) Construct, test and be ready to submit Plan's Job Control Language (JCL) and procedure (PROC) (5) Notify the MAPD Help Desk that Plan completed their setup. (6) The MAPD Help Desk will send a Service Request (SR) to the EFT Team. Either the EFT Team or MAPD Help Desk will contact the Plan and/or TPA to initiate the setup process and testing.	August Week #2 – October Week #1
		4. Test Connectivity	
☐	1.	**4.1.1 Plans with an existing T1 Connect: Direct connection.** During the connectivity set up process, the Enterprise File Transfer (EFT) Team will send a file through the T1 Connect: Direct set up. They will verify that the file was transmitted and received by the Plan. This will conclude the testing of connectivity set up. MAPD will email the Plan once set up is complete and the test file has transmitted successfully. Once the email is received, make sure mailbox(es) are established and accessible.	October Weeks #1-3
☐	2.	**4.1.2 Plans with an a NEW T1 Connect: Direct Connection will follow the following process to test their connection.** (1) A Verizon representative will review and confirm that the T1 line connection is complete and ready for use.	October Weeks #1-3

		(2) CMS will review and confirm that the Plan security access to the CMS mainframe is complete.	
		(3) A Plan technical representative will review and confirm that CMS security access to the Plan mainframe is complete.	
		(4) A Plan programmer and CMS programmer will review and confirm the C:D procedures for sending and receiving files values are correct.	
		(5) A Plan programmer will submit the job to send a file to the CMS mainframe.	
		(6) A MAPD Help Desk Representative will verify that the file transmitted from the Plan mainframe was successfully received at the CMS mainframe.	
		(7) A CMS programmer will submit the job to send a file to the Plan mainframe.	
		(8) A Plan programmer will verify that the file transmitted from the CMS mainframe was successfully received.	
		(9) A successful test is complete when a file has been sent from the Plan mainframe to the CMS mainframe and a file has been sent from the CMS mainframe to the Plan mainframe. The files being sent and received by CMS and the Plan will be empty or contain canned test (not production) data. CMS EFT will work with the Plan to confirm testing was successful.	

TIBCO MFT

TIBCO Internet Server (SFTP/ HTTPS) & TIBCO MFT Platform Server
Large and Small Plan Connectivity (No Enrollment Limit) (≤10 Gigabyte File Sizes)

☐	#	Task	Suggested Timeframe

1. Get Started

Please visit the Plan Connectivity Preparation page on the MAPD Help Desk website at the link below to find more detailed instructions in the **Data Exchange Preparation Procedure** document and the forms referenced in this checklist: https://www.cms.gov/Research-Statistics-Data-and-Systems/CMS-Information-Technology/mapdhelpdesk/Plan-Connectivity-Preparation.

Note: Establishing a new T1 line connection and the associated access can take six (6) to eight (8) weeks to order, schedule, and install. Plans need to take this into consideration if this is the exchange mechanism they plan to use.

☐	1.	**1.1 Obtain a Contract Number from CMS/HPMS.** **1.2 Complete the "Request for Server to Server Access to CMS for Enterprise File Transfer (EFT) Corporate Secure Point of Entry (SPOE) ID" Form.** This form is located on the **MAPD Help Desk website - Plan Connectivity Preparation** in the downloads section. Scan and email completed form to the Division of Payment Operations: DPOISSO@cms.hhs.gov	June Week #2 - August Week #3 *However, forms can be sent anytime*
		1.3 Enter Connectivity Data into HPMS Plan Connectivity Data (PCD) Module at https://hpms.cms.gov/app/ng/home/ using your EUA/RACF ID. If you have difficulty logging in or accessing the PCD Module, please contact HPMS at hpms@cms.hhs.gov or 1-800-220-2028. Once data is entered into the PCD Module, Plans are required to print, scan, sign, and email the completed PCD form to the MAPD Help Desk at: MAPDHelp@cms.hhs.gov.	June Week #2 - September Week #2 *However, forms can be sent anytime*

2. Obtain Security and Access - Please complete the following steps in order.

NOTE: At a minimum, the Plan must have at least one (1) EPOC and one (1) MA Submitter registered to proceed with the connectivity process.

☐	1.	**2.1 Submit EPOC Designation Letter (Template for EPOC Letter).** **2.2 Submit EPOC Access Acknowledgment form.** Both forms found at the **MAPD Help Desk website - Plan Connectivity Preparation page** in the downloads section. Email to DPOEPOC@cms.hhs.gov and MAPDHelp@cms.hhs.gov.	September Week #3 *However, forms can be sent anytime*

☐	2.	**2.3 Register EPOC in the Enterprise Portal.** (1) Navigate to the **Enterprise Portal at portal.cms.gov** and log in with your **IDM User ID** OR select 'New User Registration' and create an account (application is MA/MA-PD/PDP/CC). (2) Request the role of **EPOC** for your Plan contract number(s) or if you already have the role, modify the role to include your new Plan contract number(s). (3) **EPOC** will receive an email from the CMS Enterprise Portal (donotreply@cms.gov) notifying the user of their role approval. **NOTE:** For assistance with requesting the role of EPOC, refer to the **EPOC Role Request User Guide**.	New Contracts will be loaded into IDM from HPMS around the first weekend in October
☐	3.	**2.3 Register MA Submitter and MA Representative in Enterprise Portal** Individuals must register at least one **MA Submitter** for the submission of enrollment files. The **MA Representative** role is not required but is helpful. Both roles will complete the following steps: (1) Navigate to the **Enterprise Portal at portal.cms.gov** and log in with your **IDM User ID** OR select 'New User Registration' and create an account (application is MA/MA-PD/PDP/CC). (2) Individuals will request the role of **MA Submitter** (to submit enrollment files) or **MA Representative** (acquire access to MARx) for your Plan contract number(s). If you already have the role, modify the role to include your new Plan contract number(s). **NOTE:** For assistance requesting roles for MARx, refer to the **MARx Role Request User Guide**. (3) **EPOCs** will receive email from the Enterprise Portal (donotreply@cms.gov) to approve the role requested. (4) Once the pending request is approved, the **MA Submitter** or **MA Representative** will receive email from the Enterprise Portal (donotreply@cms.gov). Refer to the **EPOC Role Request User Guide** for assistance with role request approval.	October Week #1
☐	4.	**2.4 Register User/Submitters – PDE, RAPS & EDPS** All Plans that will exchange Prescription Drug Event (PDE), and/or Risk Adjustment Processing System (RAPS), and/or Encounter Data Processing System (EDPS) data must contact the Customer Service and Support Center (CSSC) Operations Help Desk to complete additional configuration steps. Contact CSSC at 877-534-2722 or CSSCOperations@PalmettoGBA.com.	October Week #1

3	**Establish Data Transfer Protocols**		

☐	1.	**3.2.1 TIBCO MFT Internet Server (SFTP/HTTP)**
		(1) Verify SPOE ID has been obtained
		(2) Obtain and install SFTP Software (if not using HTTPS) and generate a 2018-bit Rivest, Shamir & Adleman (RSA) SSH2 key pair with a passphrase created by the Plan from their server with the connection
		(3) Obtain required firewall/ports
		    • SFTP Port: 11222
		    • HTTPS site: https://EFTp2.cms.hhs.gov:11442/
		    • HTTPS Port: 3443
		(4) Complete and return the EFT Partner Server Form which located on the MAPD Help Desk website - Plan Connectivity Preparation page in the downloads section. Return to eftadmin@cms.hhs.gov and MAPDhelp@cms.hhs.gov (optional)
			Suggested Timeframe September Week #4

		3.2.2 TIBCO MFT Platform Server (PS) This option is only for internal connections to the CMS Baltimore Data Center (BDC)/ Leidos Managed Data Center (LMDC). For additional information about using this option, please contact the MAPD Help Desk.	Suggested Timeframe September Week #4
4	**Test Connectivity**		
☐	1.	During the connectivity set up process, the Enterprise File Transfer (EFT) Team will send a file through the connection. They will verify that the file was transmitted and received by the Plan. This will conclude the testing of connectivity set up.	Suggested Timeframe October Weeks #1-3
☐	2.	MAPD will email the Plan once set up is complete and the test file has transmitted successfully. Once the email is received, make sure mailbox(es) are established and accessible.	

Gentran

Small Plan Connectivity (<100,000 in Enrollment) (<2 Gigabyte File Sizes)

☐	#	Task	Suggested Timeframe
1. Get Started Please visit the Plan Connectivity Preparation page on the MAPD Help Desk website at the link below to find more detailed instructions in the **Data Exchange Preparation Procedure** document and the forms referenced in this checklist: https://www.cms.gov/Research-Statistics-Data-and-Systems/CMS-Information-Technology/mapdhelpdesk/Plan-Connectivity-Preparation.			
☐	1.	1. Obtain a Contract Number from CMS/HPMS. 2. Complete the "**Request for Server to Server Access to CMS for Enterprise File Transfer (EFT) Corporate Secure Point of Entry (SPOE) ID".** This form is located on the **MAPD Help Desk website - Plan Connectivity Preparation** in the downloads section. 3. Scan and email completed form to the Division of Payment Operations: 4. DPOISSO@cms.hhs.gov or mail to: The Centers for Medicare & Medicaid Services 7500 Security Boulevard, Mail Stop – C1-13-07 Baltimore, MD 21244	Suggested Timeframe June Week #2 - August Week #3
☐	3.	Enter Connectivity Data into HPMS Plan Connectivity Data (PCD) Module at https://hpms.cms.gov/app/ng/home/ with your EUA ID. If you have difficulty logging in or accessing the PCD Module, please contact HPMS at hpms@cms.hhs.gov or 1-800-220-2028. Once data is entered into the PCD Module, Plans are required to print, scan, sign, and email the completed PCD form to the MAPD Help Desk at: MAPDHelp@cms.hhs.gov.	Suggested Timeframe June Week #2 - September Week #2
2. Obtain Security and Access - Please complete the following steps in order. **NOTE:** At a minimum, the Plan must have at least one (1) EPOC and one (1) MA Submitter registered to proceed with the connectivity process.			
☐	1.	**2.1 Submit EPOC Designation Letter (Template for EPOC Letter).** **2.2 Submit EPOC Access Acknowledgment form.** Both forms found at the **MAPD Help Desk website - Plan Connectivity Preparation page** in the downloads section. Email to DPOEPOC@cms.hhs.gov and MAPDHelp@cms.hhs.gov.	Suggested Timeframe September Week #3

☐	2.	**2.3 Register EPOC in the Enterprise Portal.** (1) Navigate to the **Enterprise Portal at portal.cms.gov** and log in with your **IDM User ID** OR select 'New User Registration' and create an account (application is MA/MA-PD/PDP/CC). (2) Request the role of **EPOC** for your Plan contract number(s) or if you already have the role, modify the role to include your new Plan contract number(s). (3) **EPOC** will receive an email from the CMS Enterprise Portal (donotreply@cms.gov) notifying the user of their role approval. **NOTE:** For assistance with requesting the role of EPOC, refer to the **EPOC Role Request User Guide**.	Suggested Timeframe October Week #1
☐	3.	**2.3 Register MA Submitter and MA Representative in Enterprise Portal** Individuals must register at least one **MA Submitter** for the submission of enrollment files. The **MA Representative** role is not required but is helpful. Both roles will complete the following steps: (1) Navigate to the **Enterprise Portal at portal.cms.gov** and log in with your **IDM User ID** OR select 'New User Registration' and create an account (application is MA/MA-PD/PDP/CC). (2) Individuals will request the role of **MA Submitter** (to submit enrollment files) or **MA Representative** (acquire access to MARx) for your Plan contract number(s). If you already have the role, modify the role to include your new Plan contract number(s). **NOTE:** For assistance requesting roles for MARx, refer to the **MARx Role Request User Guide**. (3) **EPOCs** will receive email from the Enterprise Portal (donotreply@cms.gov) to approve the role requested. (4) Once the pending request is approved, the **MA Submitter** or **MA Representative** will receive email from the Enterprise Portal (donotreply@cms.gov). Refer to the **EPOC Role Request User Guide** for assistance with role request approval.	Suggested Timeframe October Week #1
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3	**Test Connectivity**		
☐	1.	During the connectivity set up process, the Enterprise File Transfer (EFT) Team will verify that mailboxes are set up.	Suggested Timeframe October Weeks #1-3
☐	2.	MAPD will email the Plan once set up is complete and the test file has transmitted successfully.	